

Arizona State Parks

Historic Preservation Heritage Fund

FY 2009 Grant Application Instruction Manual

Application Deadline

HP applications must be received at:

Arizona State Parks
Partnership Division
Grants Section
1300 W. Washington
Phoenix, AZ 85007

No later than 5:00 p.m. on:
May 29, 2009 for 1st grant cycle
December 29, 2009 for 2nd grant cycle

A signed consultation with the State Historic
Preservation Office is required prior
to submitting a grant application.

Attendance is mandatory for all FY 2009 applicants at a Historic Preservation Grant
Workshop to be eligible for funding.



This manual supersedes all previous manuals.

MARCH 2009



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This publication was prepared under the authority of the Arizona State Parks Board. It is available in alternative format by contacting the ADA Coordinator at (602) 364-0632.

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Dear FY 2009 Historic Preservation Heritage Fund Applicant:

Arizona State Parks is pleased to present the FY 2009 Grant Application Manual for the Historic Preservation Heritage Fund (HP). This manual is designed to instruct applicants in preparing successful, competitive HP grant applications for funding assistance from accrued heritage revenues.

Our goal is to help preserve and protect the historic resources of Arizona through the HP Grant Program. Good planning is a vital component of a successful historic preservation project, providing information in the requested format and including documentation is key for scoring points. The grant project must also be in compliance with the Secretary of Interior Standards. All of this takes good planning, public involvement, and time. Applicants are encouraged to contact the Historic Preservation Grant Consultant while designing a historic preservation project and completing a grant application.

Important information on the FY 2009 Historic Preservation Grant Program:

- ❖ Arizona State Parks is currently offering two historic preservation grant cycles annually.
- ❖ Attendance at a Historic Preservation Workshop for all FY 2009 applicants is required for funding eligibility (even if you previously attended a workshop in a prior year).
- ❖ The HP Grant Cap has been increased to \$150,000 per project.
- ❖ A State Historic Preservation Office (SHPO) consultation and a signed consultation form is a requirement.
- ❖ The Architecture/Engineering/Pre-Agreement (AEPA) allowance has been changed to 10% of the project cost.
- ❖ The volunteer salary rate has been increased to \$10 per hour.
- ❖ A HP Grant Application Technical Review is required for HP Grant Applications. Applicants must score 80 points to qualify for rating by the Peer Review Grant Rating Team.
- ❖ Administrative compliance and Technical Review are components of the rating criteria.
- ❖ Planning offers up to 45 points. Public Benefit offer up to 50 points. Administrative Compliance offers up to 5 points. Refer to the Narrative section for current application scoring.

This manual supersedes all previous application materials prepared by Arizona State Parks. Manuals dated prior to FY 2009 should be recycled. All forms necessary to complete an application are available in this manual and may be reproduced. Word formatting is available by contacting the HP Grant Consultant. Please refer to the table on the back cover of this manual for further information and phone numbers regarding the eight grant programs managed by Arizona State Parks Grant Staff.

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Introduction

The Arizona State Parks Board (Board), through the Grants Section (Grants), is responsible for the administration of the Historic Preservation (HP) portion of the Arizona State Parks Heritage Fund. These grants are available for historic preservation projects for resources on or eligible for the State or National Register of Historic Places.

Grant Administration is accomplished through the development of application guidelines and a priority rating system, training through Historic Preservation Workshop, consultation, the execution of Participant Agreements and Preservation Conservation Easement Deeds with grantees, and the subsequent monitoring of administrative compliance, expended funds, and project work.

To assist the Arizona State Parks Board with this responsibility the Grant's Staff works with the Historic Preservation Advisory Committee (HPAC) and the ASP Board to develop application policies and criteria that enable the competitive, equitable distribution of HP funds.

Heritage Fund Source and Available Funds

The Arizona State Parks Board Heritage Fund (A.R.S. § 41-503) was established in 1990 by Arizona voters. With passage of this law, state funding became available for historic preservation throughout Arizona. Revenue for the program is derived from the Arizona Lottery.

Annually, the Arizona State Parks Board receives up to \$10 million with \$1.7 million or 17%, when fully funded, being distributed through the HP competitive grant program.

The amount of funds available for the Fiscal Year 1st cycle will be two-thirds (2/3) of available revenue. The available monies for the 2nd cycle will be the remaining one-third (1/3) and any monies not awarded during the 1st cycle.

Grant awards are limited to \$150,000 per project.

Funding Eligibility

Eligible Applicants

Incorporated municipalities, counties, state agencies, tribal governments, and public educational institutions are eligible to apply for Historic Preservation Heritage Fund grants. Nonprofit organizations are eligible to apply for funding when the criteria is met and provided.

Any eligible applicant may serve as a third party for another HP applicant.

Ineligible Applicants

Private property owners, religious institutions, and for-profit organizations may not apply directly, but may receive funds as a third party through an eligible third party applicant.

Federal agencies are not eligible to apply. In addition, projects occurring on lands managed by federal agencies are ineligible.

Grantees with an active HP grant may not apply for funds for the same historic resource unless at least 75% of the current grant award has been completed and reimbursed.

Eligible Projects

To qualify for HP Heritage Fund grant assistance, projects must directly involve resources listed on the Arizona or National Register of Historic Places, determined eligible for listing by the State Historic Preservation Officer (SHPO), or including the Historic Register nomination as a scope item in the project. (See the Secretary of Interior's criteria for listing on page 50).

Examples of Eligible Activities

Historic preservation projects eligible for funding include:

- Acquisition of property
- Education and preservation program development
- Interpretive development
- Purchase of easements
- Historic Building Preservation Plan (HBPP)
- National Register Nomination preparation
- Rehabilitation, restoration, stabilization, and protection.
- Non-structural alterations such as the installation of fire suppression systems and the improvement of electrical and plumbing systems are eligible scope items only if they are essential for the protection of the historic resource. When including these as scope items, applicants must include evidence of their necessity from a licensed professional, such as an architect, electrician, or plumber.

- **AEPA - Architecture & Engineering consultant services** (costs for architectural and engineering plans and specifications) and **Pre-Award costs** **COMBINED MAY NOT EXCEED 10% OF THE PROJECT COST.** Pre-Award costs (i.e. acquisition) may be eligible if a competitive procurement process can be demonstrated and costs were incurred within three years prior to the approval of the grant award. If any AEPA costs are included in the grant, complete the AEPA form and send it to the Historic Preservation Grant Consultant.

BRICKS AND MORTAR PROJECTS MAY INCLUDE THE FOLLOWING:

- **Roofs & Roofing:** Restoration, repair, or replacement of historic intent.
- **Foundations and Structural Elements:** Stabilization, restoration, or removal of non-contributing alterations.
- **Doors & Windows, Interior & Exterior Finishes, Floors, Light Fixtures Moldings & Trim:** Restoration or recreation of historic intent.
- **Americans with Disabilities Act (ADA); Heating, Ventilation, and Cooling (HVAC) Units; Insulation:** Alterations necessary in order to make the resource accessible and viable.

Examples of Ineligible Activities

- **Site work:** For example parking lots, trails, and landscaping are not eligible activities.
- **Landscaping:** Is only eligible if it is the restoration or recreation of a landscape eligible for listing on the Arizona or National Register of Historic Places.
- **Tenant upgrades:** The purpose of the Historic Preservation fund is to protect and preserve the building, upgrades whether historic or not, are not eligible. This includes the addition of electrical, computer, and/or telephone outlets, mounting of dry wall, and similar improvements. Contact the HP Grant Consultant for further guidance.
- **Archaeological mitigation:** This is an ineligible cost.
- **Previously awarded Historic Preservation Grants:** Operation and maintenance costs of scope items previously awarded by the Historic Preservation Grant Program are not eligible for funding.

Ineligible Costs

- **Indirect costs**
- **Grant administration**
- **The costs of grant application preparation**

Matching Funds Requirement

Grants are awarded on a matching basis, where the applicant must provide at least 40% of the total project cost and the grant provides the remainder. Overmatching projects is encouraged and additional points may be awarded as shown in the rating criteria.

- Matching funds must be included within the eligible project scope according to the program guidelines and must be used within the approved project period, except for approved pre-award costs.
- The applicant's matching share must be secured at the time of application and must be certified on the Applicant Resolution.
- For awarded grants, reimbursement will be made according to the percentage match that is specified in the signed Participant Agreement.

Types of Match

Matching funds can be in the form of cash or in-kind contributions. Cash and in-kind match must be certified in the Applicant Resolution.

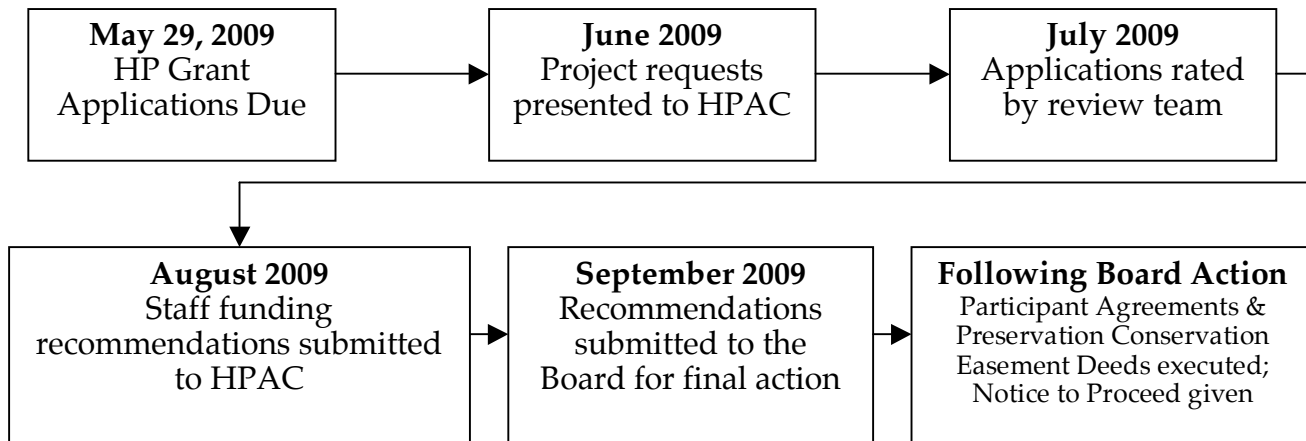
- **Cash match** represents the grantee's cash outlay of money and may not include a loan that places a lien against the property.

NOTE: Nonprofit and third party applicants must include a current bank statement in the grant application verifying the availability of matching funds. This information must be included and certified in the applicant resolution.

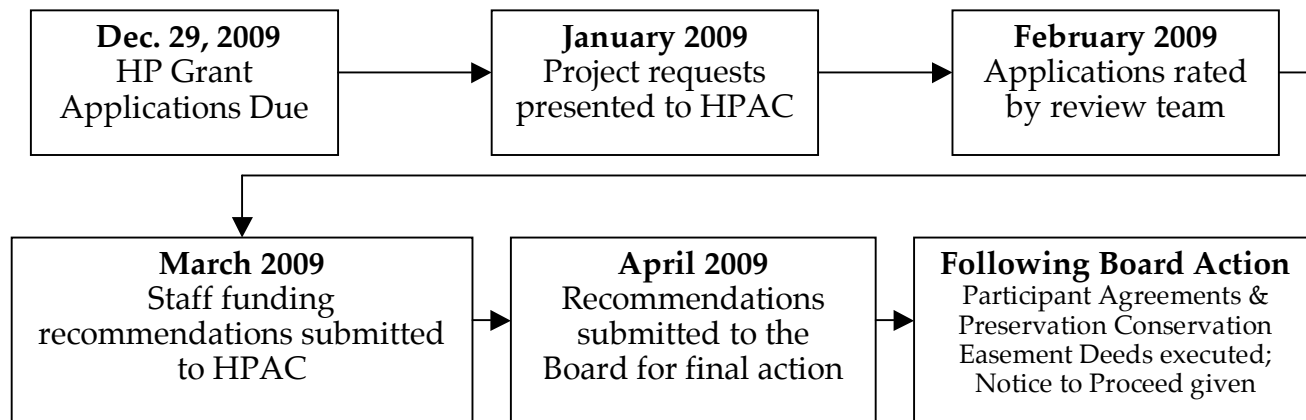
- **In-kind match** includes services, materials, and / or equipment donated to a project. Services, materials, and equipment claimed must be documented to contribute as match.

NOTE: To calculate the value of labor donations, multiply the number of hours worked by \$10 per hour. If the donation is for skilled labor that requires specialized training or licensing, use the rate paid if the services were not donated. All donations must be stated in a signed letter from the donor and included in the application.

Expected FY 2009 1st Grant Cycle



Expected FY 2009 2nd Grant Cycle



How to Apply
Refer to the Application Materials Section of the
HP Grant Manual for detailed instructions

Application Submission

- **DO submit completed applications** to the Arizona State Parks Grants Section at 1300 West Washington, Phoenix, Arizona 85007 no later than 5:00 p.m. on the application deadline day.
 - **FY 2009 1st grant cycle – May 29, 2009**
 - **FY 2009 2nd grant cycle – December 29, 2009**
 -
- **DO remember this is NOT** a postmark deadline; applications must be **RECEIVED** by this time.
- **DO submit one (1) original and five (5) additional copies.** Faxed copies will not be accepted.
- **DO submit the original copy with the signature** by the person authorized as the agent to conduct all negotiations, execute and submit all documents necessary for the completion of the historic preservation project as certified in the Applicant Resolution.
- **DO include a cover page** for the application with applicants name and project name.
- **DO use (completed by applicant) and include** the application checklist.
- **DO use colored divider sheets** or section tabs to divide the required components of the application.
- **DO include completed** applicable forms.
- **DO include four 4x6 color photos** in each copy of the application. Keep photos separate and loose, **DO NOT** mount them or write directly on the front. A brief description is recommended on the back of each photograph.
- **DO sequential number application pages** in lower right hand corner. (Hand numbering is acceptable).
- **DO reference appropriate page** number in narrative.
- **DO highlight or appropriately mark** supporting narrative references in attached documentation.
- **DO rubber band, staple, or clip applications** in upper left corner. **DO NOT** spiral bind applications or place in binders.

Applications not meeting the HP Technical Review requirements will be deemed ineligible and applications will be returned to the applicant. It is recommended that applications be submitted prior to the deadline so Grants Staff can review it and send out a notification if any additional items are needed to make the application complete.

Every HP Application Will Be Evaluated Based Upon
The Criteria Set Forth In This Manual

Important Things to Know

General Compliance:

- All awarded grant projects must comply with applicable State statutes, regulatory requirements, and policies.
- The administration of all awarded grants is subject to the contents of the Administrative Guidelines for Awarded Grants published by Arizona State Parks.

Operation/Maintenance:

- The grantee is responsible for continued operation and maintenance of the resource.
- Grant funds are not available for operation and maintenance costs.

Project Time Period:

- An awarded grant must be completed within three years from the date the ASP Executive Director or designee signs the participant agreement.
- It is acceptable for a project to finish before the three year project period expires.
- Generally, costs associated with work undertaken prior to the execution of an agreement are not eligible project costs.
- Exceptions include approved pre-award costs. Whether alone or combined together the architectural services or engineering costs or pre-award (AEPA) costs may not exceed 10% of the total PROJECT request.

Commencement of Work for Awarded Grants:

- Actual work must begin within eighteen (18) months of the signed agreement.
- Acquisition activities and reports must commence within six (6) months.
- Actual work is defined as an executed agreement for studies, assessments, or architectural projects; an executed construction contract; an offer to purchase real property for acquisition projects; or other documented evidence that a project has been initiated.
- Failure to meet this requirement may result in withdrawal of the HP grant.

Participant Agreement:

- The Participant Agreement must be signed by the applicant and returned to Arizona State Parks within 45 days of issuance.

Preservation and Conservation Easement Deed:

- Participants are required to enter into a formal agreement with the Board binding the grant recipient (not the property owner) to assume responsibility for maintenance of the property for a specified number of years, depending on the grant award.
 - \$ 10,000 or less, 5 years
 - \$ 10,001 to \$25,000, 10 years
 - \$ 25,001 to \$50,000, 15 years
 - \$ 50,001 to \$100,000, 20 years
 - \$101,000 to \$150,000 or more, 30 years
- The Preservation Conservation Easement Deed must be recorded with the deed to the property and documentation of recordation returned to Arizona State Parks within 90 days after signing.

Disagreements

- Should there be a disagreement with any decision or action concerning the application process not resolved to the satisfaction of the applicant, a request for review may be submitted to the Assistant Director (AD) of the External Affairs / Partnerships Division of Arizona State Parks within 30 days of the original decision. The AD will address the matter and respond to the applicant in writing within 30 days of receiving the request. If the disagreement is not resolved at the Assistant Director's level, a written request for review may be submitted to the Executive Director of Arizona State Parks within 30 days. The Executive Director will respond in writing to the applicant within 30 days of receiving the request.



APPLICATION MATERIALS

The section contains documents for
Application Submittal

Application Checklist

Complete and include this checklist in the front portion of the grant application packet

A complete application includes the required items below. Please note that not all items apply to every application. Use colored pages or tabbed dividers between sections. Submit one original and five (5) copies of the application by the applicable deadline.

- ☐ 1. **Workshop attendance** (Include signed workshop attendance certification sheet)
- ☐ 2. **FY 2009 Historic Preservation Certified Grant Application Form**
- ☐ 3. **SHPO Consultation Form – signed. Must be included with application.**
- ☐ 4. **Applicant Resolution/Authority to Apply**
At a minimum, a draft Resolution must be included in the application. Include a Letter giving a date for the final resolution (must be within 60 days).
- ☐ 5. **Project Summary and Project Photos**
- ☐ 6. **Assurance of Compliance (ADA) Form**
- ☐ 7. **Additional Required Items for Third Party Applications**
 - ☐ Bank statement demonstrating available funds to be used as cash match
 - ☐ Consent Letter from Property Owner
 - ☐ Letter regarding Preservation and Conservation Easement Deed
- ☐ 8. **Additional Required Items for Nonprofit Organizations**
 - ☐ Certification
 - ☐ Previous and current year's operating budget
 - ☐ IRS determination letter evidencing tax exempt status
 - ☐ Most recent annual report to the Arizona Corporation Commission
 - ☐ Bank statement demonstrating availability of funds to be used as cash match
- ☐ 9. **Project Narrative**
- ☐ 10. **Budget Forms**
 - ☐ Estimated Project Cost Sheet
 - ☐ Acquisition Cost Breakdown (*if applicable*)
 - ☐ Scope Item Breakdown Sheet
 - ☐ Signed Architecture & Engineering/Pre-Award (AEPA) Form (*when applicable*) **Signed by Grant Consultant and included in application.**
 - ☐ Scope Item Timeline
 - ☐ Donations List

Instructions for Completing the FY 2009 HP Heritage Fund Certified Grant Application Form

Complete the Certified Grant Application Form using the instructions provided below.

1. **Applicant.** Enter the name of the eligible applicant.
2. **Applicant Address.** Enter the complete **mailing** address of the applicant.
3. **Applicant Contact.** Enter the name, title, telephone, fax numbers, and E-mail address of the individual who will administer the project.
4. **Third Party.** If the applicant is not the property owner and is sponsoring the application in cooperation with the property owner, enter the name of the property owner (third party).
5. **Third Party Address.** Enter the complete **mailing** address for the third party.
6. **Third Party Contact.** Enter the name, title, telephone and fax numbers of the individual associated with the third party who will be knowledgeable about the project.
7. **Applicant Type.** Check the applicant type that applies.
8. **Project Title.** Enter the title of the project, including the resource name and principal preservation activity (stabilization, rehabilitation, assessment, etc.) to be undertaken.
9. **U.S. Congressional District.** Enter the number of the district where the project site is located. If you have questions, contact your County Recorder's office.
10. **AZ Legislative District.** Enter the number of the district where the project site is located. If you have questions, contact your County Recorder's office.
11. **County.** Enter the name of the county where the project site is located.
12. **Brief Description of the Project.** In three or four sentences, summarize the project description indicating the nature of the work to be accomplished.
13. **Project Funding**
Grant Request. Enter the amount of your grant request.
Match Amount. Enter the amount the applicant will be responsible for. This amount may be from city funds, third party funds, etc. The minimum percentage is 40%.
Total Project Cost. Enter the total project cost. This equals the grant request plus the match amount.
14. **Certification & Authorized Signature.** The application certification form must be signed and dated by the individual authorized in the Applicant Resolution to act on behalf of the applicant in conducting all official business related to the project. Please print the signer's name and title below.

FY 2009 HP Certified Grant Application Form

Participant Information

1. Applicant Name	4. Third Party (if applicable)
2. Applicant Address	5. Third Party Address
3. Applicant Contact: Name Title Telephone Fax Email	6. Third Party Contact: Name Title Telephone Fax Email

Project Information

7. Applicant Type

☐ City ☐ County ☐ State Agency
☐ Public Educational Institution ☐ Tribal Government ☐ Non Profit Organization

8. Project Title	9. Congressional District #	10. AZ Legislative District #	11. County
12. Brief Description of Project			

13. Project Funding Amount

Grant Request (____%)	Match (____%)	Total Project Cost (100%)
\$	\$	\$

Certification

14. Certification

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Authorized Signature _____ Date _____

Printed Name and Title _____

2009 STATE HISTORIC PRESERVATION OFFICE (SHPO) Consultation Form for determination of Project eligibility

A program requirement for the Historic Preservation grant program is a pre-application consultation with the State Historic Preservation Office (SHPO). This is your opportunity to discuss your potential project with a representative of the SHPO office. ***This consultation (including the completed project summary) must take place at least 2 weeks before the application due date and this form must be signed and included with the application.*** A SHPO representative will be present at every grant application workshop or can be contacted directly at (602) 542-7159 or emailed to: wcollins@azstateparks.gov

Bricks and Mortar Project Information

- ☐ A Historic Building Preservation Plan (HBPP) has been completed or is a scope item for this project. (Highly recommended).
- ☐ A Qualified Licensed Architect will be used for construction oversight & certification of payment requests. (Highly recommended).

AFTER a project is awarded an HP Grant the following steps are required for Bricks & Mortar projects:

- Review of project Plans and Specifications
- Send to Historic Preservation Grant Consultant to coordinate review
- Review done by SHPO Architect and returned to Consultant
- Comments or Notice to Proceed (NTP) issued by Consultant for project work to begin

Historic Resource/Property Information

Property Name(s):	
Property Address:	
City/Zip:	
Legal description:	

- ☐ Date placed on State or National Register:
- ☐ Date application submitted for State or National Register:
- ☐ National Register Nomination is a Scope Item

Property Ownership Information

Identify the ownership status of the property.

*If the application involves a third party owner, you must attach a consent letter from the property owner with the grant application (see letter sample).

- ☐ Private
- ☐ Public
- ☐ State
- ☐ Federal

Describe the project scope of work:

Authorized SHPO Signature _____ **Date** _____
SHPO comments:

Applicant Resolution Historic Preservation Heritage Fund

- A signed Applicant Resolution is required with all Historic Preservation grant applications.
- The Governing Entity of the applicant provides the authority to submit the application and ensures grant compliance with all appropriate procedures, guidelines, and requirements of the grant.
- The Resolution also certifies matching funds for the grant. When the applicant is the eligible applicant and submitting the grant for a third party, the funds must be secured at the time of application using an appropriate method established between the two parties.
- To be eligible for funding consideration, the applicant must certify authority to apply for the grant. The required components of the Applicant Resolution are listed.
- *NOTE: If the applicant cannot secure a signed resolution by the time of application, a letter explaining the circumstances must be submitted along with an unsigned resolution. **Under no circumstance will a resolution be accepted later than 60 days after the application deadline.***

Applicant Resolution

SAMPLE RESOLUTION

RESOLUTION NO. _____

RESOLUTION OF THE _____
(*Applicant Name*)

APPROVING THE APPLICATION FOR HISTORIC PRESERVATION HERITAGE FUNDS

(*Name of Project*)

WHEREAS, the Legislature under A.R.S. § 41-503 has authorized the establishment of the Historic Preservation Heritage Fund Program providing funds to the State of Arizona and other eligible applicants for the purpose of preserving historic and prehistoric resources; and

WHEREAS, the Arizona State Parks Board (BOARD) is responsible for the administration of the program within the State, setting up necessary rules and procedures governing application under the program; and

WHEREAS, said adopted procedures established by the BOARD require the applicant to certify by resolution the approval of applications, signature authorization, the availability of local matching funds, and authorization to sign a Participant Agreement with the BOARD; and

WHEREAS, the proposed project must be consistent with the Arizona Historic Preservation Plan; and

NOW, THEREFORE, BE IT RESOLVED THAT THE (*Applicant's Governing Body*) hereby:

1. Approves the filing of an application for an FY 2009 Historic Preservation Heritage Fund grant assistance; and
2. Certifies that (*Applicant name*) will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the BOARD as a part of the application process; and
4. Certifies that (*Applicant or Third Party*) has matching funds in the amount of \$_____ from the following source(s): (*list source(s) of cash and in-kind match*); and

5. Appoints the (Title & Name - may be more than one person) as agent of (Applicant's Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, etc. which are necessary for the completion of the aforementioned project.

PASSED, ADOPTED AND APPROVED by the (Applicant) this (day) of (month), (year).

I, the undersigned, _____, being the duly appointed and qualified (Office Held) of (Applicant), certify that the foregoing Resolution No. _____ is a true, correct and accurate copy of Resolution No. _____ Passed and adopted at a regular meeting of (Applicant), held on (month), (day), (year) at which a quorum was present and voted in favor of said (month), (day), (year) Resolution.

Signed by:

Date

Approved As To Form:

Attorney:

Date

Project Summary

Provide a description of the rehabilitation work for this project. The summary will not be assigned points but will be used to determine if the project is consistent with the Secretary of Interior's Standards for Rehabilitation (reference the Secretary of Interior's Standards for Rehabilitation). This summary must be submitted to SHPO as part of the consultation process at least 2 weeks prior to the application due date.

List the architectural feature(s) requiring work, the existing condition, and describe the proposed work to that feature and how it will be conducted (see the following example).

Examples:

- | | |
|---------------------------------------|---|
| 1. Architectural Feature - | Façade brick |
| Approximate date of feature - | 1880 |
| Existing feature and its condition - | Hard pressed brick with butter joints in good condition. Mortar mostly sound but deteriorated and missing around downspout at east end of façade. |
| Work and impact on existing feature - | Will selectively hand clean deteriorated joints and repoint with mortar and joint width to match existing. |
| 2. Architectural feature - | Main staircase |
| Approximate date of feature - | 1880 |
| Existing feature and its condition - | Original stair exists between 1 st and 3 rd floors. Some balusters missing and treads worn |
| Work and impact on existing feature- | Replace missing balusters with matching pieces. Sand painted banisters and balusters with varnish. Replace treads as needed. Sand and paint stairs. |

Photo Documentation

Every application must include photographic documentation of the resource(s) involved.

Submit four (4) color photos that best illustrate the project scope items. Photographs must be 4" x 6" color prints. One of the photographs should show the outside of the historic resource. Applicants must also provide copies of each photograph in the 5 duplicate copies of the application.

Do not staple, paste, tape, or otherwise mount the photos to the application. If enclosing digital photos, they must be cut to 4"x 6" size. A brief description should be included on the back of each photo.



Arizona State Parks Board

ASSURANCE OF COMPLIANCE
Title II, Americans with Disabilities Act of 1990
P.L. 101-336, 42 U.S.C. Chapter 126

All applicants must complete the information requested below.

(Name of Applicant)

THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:

Title II, of the Americans with Disabilities Act, ("ADA") and federal department regulations on its implementation.

It is understood that recipients of state funds are required to comply with Title II of the ADA and those regulations of federal departments and agencies on its implementation. The ADA and federal department regulations mandate that: No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity. See 28 CFR Part 35.

This assurance is effective as of the date of state approval of funds and throughout the period during which real or personal property is used.

Signature of Authorized Official

Date

Applicant

(Applicant's Mailing Address)

Required Items for Third Party Applicants

The following items are required for Third Party Applications:

1) Bank Statement:

All third-party applicants must submit a current bank statement, with their name on the statement, demonstrating availability of funds to be used as cash match. These available funds must also be included and certified in the applicant resolution. Stocks/bonds and Money Market accounts cannot be used as a cash match. The eligible applicant and the 3rd party should establish an appropriate method between the two parties.

2) Sample Consent Letter from Property Owner

The letter must be dated, signed, and contain the following paragraph:

Dear Arizona State Parks:

As owner of the property located at _____ (address, city, state, zip), I hereby authorize _____ (Applicant) to submit a FY 2009 Historic Preservation Heritage Fund grant application to Arizona State Parks on my behalf. If there are any questions I may be contacted at _____ (address and phone number).

Sincerely,

Property Owner's Signature & Printed Name

3) Sample Letter Regarding the Preservation and Conservation Easement Deed

The letter must be dated and contain the following paragraph:

Dear Arizona State Parks:

As a representative of the entity eligible to apply for the FY 2009 Historic Preservation Heritage Fund Grant, I understand that if awarded a grant, the _____ (Applicant Name) is required to enter into a formally binding Preservation Conservation Easement Deed Agreement with the Arizona State Parks Board and is liable for the administration of the grant.

Sincerely,

Signature & Printed Name of Person authorized in the Applicant Resolution

Required Items for Nonprofit Organizations

The following items are required for Nonprofit Organization Applications:

- 1) Nonprofit Certification Statement (page 23).**
- 2) A copy of the previous and current year's operating budget for the organization.**
- 3) The IRS determination letter evidencing tax exempt status for the organization.**
- 4) The most recent annual report to the Arizona Corporation Commission or equivalent Tribal Commission Report if incorporated under Tribal Law.**
- 5) All Nonprofit Organizations must submit a current bank statement, with their name on the statement, demonstrating availability of funds to be used as a cash match. These available funds must also be included and certified in the applicant resolution. Stocks/Bonds and Money Market accounts cannot be used as a match.**

Sample Statement

- 1) I am the _____ of _____, a non profit corporation duly organized under the laws of the State of Arizona. ("Corporation");
- 2) The Corporation is a valid, existing nonprofit corporation in good standing under the laws of the State of Arizona;
- 3) The Corporation has the full authority to enter into the foregoing Historic Preservation Heritage Fund Grant Application (the "Application");
- 4) The Corporation has undertaken all actions necessary to enter into the Application and any and all contracts or obligations related thereto;
- 5) The Corporation is currently a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code;
- 6) The Corporation intends to maintain its status as a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code and shall take all actions necessary to maintain that status;
- 7) All materials, exhibits, attachments, forms, statements, certifications, question responses, answers and all other documents provided by the Corporation in the Application are true and correct;
- 8) The Corporation, if awarded a Grant, intends to comply with all terms and conditions of the Application and the contracts and obligations related thereto; and
- 9) I am executing this Certification under oath and voluntarily submitting the materials, documents, question responses and any and all other information with the knowledge that false or incomplete materials, documents, question responses or other information could result in criminal prosecution, denial or subsequent revocation of a Grant.

THE FOREGOING CERTIFICATION was subscribed and sworn before me this ____ day of _____, 200__, by _____, the _____ of _____, a Non-profit corporation, on behalf of that corporation.

Arizona State Parks Historic Preservation Heritage Fund
FY 2009 Grant Application Manual

PROJECT NARRATIVE/ RATING CRITERIA

Please limit responses to no more than one page per question.

Each of the rating criteria components must have a response.

This criteria is used by the Rating Team to score your application.

**NO CRITERIA RESPONSE =
NO RATING =
LOW SCORE=
NO GRANT**



FY 2009 Historic Preservation Rating Criteria

A. PLANNING 0 to 45 Points

1. Project Planning 0 to 25 Points
 - a. Comprehensive Planning (0 to 10 Points)
 - b. Project-Specific Planning (0 to 15 Points)
2. End Use (Long Range Use) 0 to 10 Points
3. Project Team 0 to 5 Points
4. Matching Funds 0 to 5 Points

B. PUBLIC BENEFIT 0 to 50 Points

1. Community Impact 0 to 30 Points
 - a. Community Benefits (0 to 25 points)
 - b. National Register Nomination (0 or 5 points)
2. Public Involvement and Support 0 to 20 Points
 - a. Involvement (0 to 10 Points)
 - b. Support (0 to 10 Points)

C. ADMINISTRATIVE COMPLIANCE 0 to 5 Points

1. Administrative Performance
 - a. Timely submission of Participant Agreement 1 Point
 - b. Timely recordation of PCED 1 Point
 - c. Timely Quarterly Reports 1 Point
 - d. Timely completion of Project 1 Point
 - e. Technical Review 1 Point

TOTAL 100 Points

FY 2009 Historic Preservation Rating Criteria

A. PLANNING

45 Points Available

This section will be evaluated based upon coordinated planning for the proposed project. The narrative responses and supporting documentation must demonstrate the proposed project is based upon conscientious planning and decision-making processes meeting the priorities of the local or regional community. A list of documents that may be appropriate to include in the application is on page 33.

1. Project Planning

25 Points Available

Projects compatible with the local or regional community's preservation goals are preferred. While planning the project, consulting with the planning and zoning office for the jurisdictional authority (such as the city, town, or county government) or the Chamber of Commerce is recommended. SHPO may be contacted to determine if a project is within one of Arizona's Certified Local Governments (CLG). **Answer both questions a. and b., include supporting documentation, and reference the appropriate page number in the narrative for the supporting documentation.**

a. Comprehensive Plan (10 Points)

Describe how this project fits into the **Community's local or regional comprehensive plans**. Include a copy of the relevant page(s) from the community plan(s) to show compatibility with the proposed project. If the project is not part of the community's comprehensive plan, explain why.

Zero to 10 Points will be awarded for describing and documenting how the project fits into the Community's plan and providing a copy of the appropriate plan(s).

b. Project Specific Plans (15 Points)

Describe the plans specific to this project that have been completed in preparation for this project. Reference and attach a copy of the page(s) from the relative plan(s) relating to the grant scope of work. Budget forms must support and reflect project narrative proposal. If a Historic Building Preservation Plan (HBPP) has been completed on the building, include a copy with the application.

Up to 15 Points will be awarded for addressing and documenting the following types of plans pertinent to the type of project.

Type of Grant Project	Suggested Project-Specific Planning Document
Bricks and Mortar	Historic Building Preservation Plan (HBPP) Building Condition Assessment (BCA) or Historic Structures Report
Archaeology	Interpretive Development Plan, Organization's Plan
Building Condition Assessment	Organization's Plan, Town General Plan
Survey or Context Study	Town's Preservation Plan
National Register Nomination	General Plan, Survey, or Context Study
Acquisition	Town's Preservation Plan, Tourism Development Plan

2. End Use (10 Points)

Describe the intended use or result for the property or report after completion of this grant project. The end use must be a reasonable use of the historic resource. Provide available documentation to explain the intended use, if available. When documentation is not available explain the purpose of the project and why this is an important component of the plan. For example:

- **Historic Building Preservation Plan (HBPP):** Describe the intended future use of the building and what the HBPP will provide.
- **Education:** Describe the information to be conveyed to the public and why it is an important benefit to historic preservation.
- **Survey:** Describe the data the survey will provide and why it is important to historic preservation and how it will benefit the public.

Documentation examples could include a strategic plan for your organization, business plans, regional comprehensive plans, etc.

Up to ten points will be awarded for projects with a clearly defined feasible use for the property or report.

3. Project Team (5 Points)

The Secretary of Interior's Standards for Professional Qualifications (see HP Manual) outline the minimum qualifications necessary to ensure qualified individuals will perform preservation work. If a team member has not been identified, discuss the responsibilities and qualifications being sought for this project in the Narrative.

Describe the composition of the project team, member responsibilities, and qualifications. For example:

- **Architect.** The minimum qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture, or a state license to practice. Demonstrate that the Architect for this project meets the Secretary of Interior's Standards for Professional Qualifications by the narrative and supporting documentation.

Provide a list of the Project Team members and what they will contribute to the project. If professionals are working on the project, discuss their qualifications and historic preservation experience. If there is no professional assistance, discuss how the applicant will identify the proper personnel needed to guide the project (reference the Secretary of Interior Standards). Include copies of résumés, contracts and/or licenses if the team member has been identified.

Up to five points will be awarded for demonstrating compliance with the Secretary of Interior's Standards for Professional Qualifications, supplying supporting documentation, and referencing the appropriate page number in the narrative.

4. Matching Funds (5 Points)

In order to more widely distribute Historic Preservation Heritage Funds, applicants are encouraged to provide more than the required 40% of the total project cost in matching funds.

Only applicants providing **CASH** for the required 40% match are eligible to receive points for additional cash match.

Matching funds must be certified by the Applicant Resolution. Applicants must verify that the answer for this question is the same match certified in the Resolution.

ASP Grants Staff will calculate and verify the percentage of cash match based on the list of **ALL** matching funds provided.

➤ 1 Point will be awarded for providing			41-44% cash match.
➤ 2 Points	“	“	45-48% cash match
➤ 3 Points	“	“	49-52% cash match
➤ 4 Points	“	“	53-56% cash match
➤ 5 Points	“	“	57% + for cash match

Up to 5 points will be awarded for cash match exceeding the required 40% match.

B. PUBLIC BENEFIT

50 Points Available

The applicant should demonstrate the proposed project is based on a need expressed by the public and will benefit the public. The narrative responses and supporting documentation provided will be rated based on the extent of public involvement and support commensurate with the size of the project. (Suggested documents are shown on page 33).

1. Community Impact

30 Points Available

a. Community Benefits (25 Points)

Describe and provide evidence of the anticipated educational, economic, social benefit, and/or other benefits to the community from this project.

Proposed projects should anticipate a public benefit as a result of the completed project. These public benefits may fall under such categories as economic and community growth, public education, social services, or any other appropriate category of public benefit. Applicants should address as many categories as apply to the project and clearly state and document what type of benefit is anticipated.

The response to this question must quantify the anticipated public benefits. In order to make comparisons between communities of widely differing sizes and conditions, applicants must include in their quantification of public benefits measurements of those benefits proportional to the local population or economy.

Responses should reference research or other materials that support the benefits of this project. The application should also include a copy(s) of the relevant page(s) of the report discussed. Applicants should take advantage of studies done by public or private organizations. Such research may include feasibility studies, benefit-cost analyses, needs analyses, tourism studies, or other special studies appropriate to the nature of the project.

Example: A project in Town A involves a historic building being rehabilitated for use as a senior center. Town A might consider gathering data on the needs of the local community, including, but not limited to, the size of the local senior population, income levels, current levels of service, anticipated growth in demand for services, and the value of the services to the subject population.

Example: Town B is planning an educational program that anticipates annually serving 500 local elementary students; this could be 100 percent of the student population for a small community. The same project, in a larger city, may serve a smaller fraction of the potential student population.

Up to 25 points will be awarded according to the level of public benefit anticipated from the completed project. Applications must include documentation for studies cited in the narrative.

b. National Register Nomination (5 Points)

The National Register of Historic Places provides public recognition and validation that a property is worthy of preservation. By thoroughly documenting a property's significance, the National Register listing provides a basis for claiming a public benefit through preservation. Listing also facilitates access to a number of historic preservation incentives such as grants and tax benefits. A property listed in the National Register is more likely to be preserved. If the property is not already listed on the National Register of Historic Places, applicants will be awarded 3 points for completing a National Register Nomination as part of this grant project. The cost for completing the nomination must be included in the scope of work for this project.

Zero or five points will be awarded for a property currently listed on the National Register, in the process of being nominated, or if the nomination process is a scope item in the application.

2. Community Involvement and Support Available

10 Points

Community involvement and support are critical elements in the success and long-term benefits of a project. **Answer both questions a. and b., provide supporting documentation, and reference appropriate page number in the narrative.**

a. How has the community been involved in the project? (10 Points)

Describe and provide evidence of community involvement in the planning of this project. Involvement is defined as attendance, community awareness, and opportunity to contribute and influence the project planning. Include documentation.

Evidence of involvement may include, public meeting attendance records/sign-in sheets, public meeting minutes, citizen advisory committee actions, neighborhood meetings, etc.

Zero to ten points will be awarded for demonstrated involvement of the community in the planning phase of this project.

b. Does the community support the project? (10 Points)

Describe and provide evidence of community support for this project. Support is defined as positive feedback on the proposed project.

Evidence of support may include news articles, minutes of meetings, signed petitions, donations of cash, labor, or materials, volunteer efforts, formation of volunteer or advocacy groups, letters of support, partnerships, etc. Clearly reference and include documentation.

Zero to ten points will be awarded for evidence of high levels of community support and supplying documentation.

C. ADMINISTRATIVE COMPLIANCE

0-5 points

- This category is for applicants who have had an open Historic Preservation Heritage Fund Grant within the past 3 years.
- If the applicant has not had an open Historic Preservation Heritage Fund Grant within the past 3 years, all 5 points will be awarded.
- Dates will be calculated 3 years preceding the Grant Cycle due date. (i.e. last working day of May, last working day of December).
- **Staff will complete this section.**

ADMINISTRATIVE PERFORMANCE

- a. One point will be awarded based on the timely submission of the signed Participant Agreement (45 days).
- b. One point will be awarded based on the timely recordation filing and evidence of recordation for the Preservation Conservation Easement Deed (PCED) when applicable. When the grant does not require PCED recordation filing the 1 point will be awarded (90 days).
- c. One point will be awarded based on the timely submission of quarterly reports.
- d. One point will be awarded based on timely completion of the project within the original 2 or 3-year project period.
- e. One point will be awarded for scoring 80 points or more on the Historic Preservation Grant Application Technical Review.

Supporting Documentation

- *Approximately one half of the rating criteria points are awarded based on the documentation used to back up the narrative.*
- Provide attachments only of the specific pages of the document(s) referenced in the narrative directly related to the answers.
- Create a separate appendice for attachments and reference the appropriate page number for the supporting documentation in the narrative. Highlight reference in the attachment.

Evidence of a planning / public involvement process could include one or more of the following documents:

- Adopted comprehensive local plan or preservation master plan that supports the proposed project.
- Approved long-range comprehensive land use / management plan that supports the proposed project.
- Regional or Statewide plans (i.e., State or Regional Preservation Plans) in support of the proposed project.
- Notes, minutes, and decisions from internal agency or interagency meetings that directly relate to the proposed project (show when, where, what was discussed or decided, and who attended).
- A bond action supporting the proposed project.
- Public involvement research tools such as needs assessments, statistically valid surveys, questionnaires, and focus groups supporting the proposed project.
- Documented approval of the proposed project by:
 - Citizen's Advisory Committee
 - City or Town Council
 - Tribal Council
 - Board of Supervisors, etc.
- Documented local support of the proposed project
 - Informal survey results
 - Letters of support
 - Citizens speaking at public meetings
 - Citizen petitions, etc.
- Documentation of any public involvement activities with the proposed project
 - Public meeting notices
 - Agendas
 - Attendance rosters
 - Minutes of public meetings
 - Special events
 - Volunteer projects, etc.
- Public involvement and project support documented by local media (newspaper articles, etc.).
- Documented organizational support of the proposed project (show that organizations have been contacted, involved, and endorsed the project by letter, organizational meeting minutes, newsletters, etc.).
- An adopted capital improvement budget in support of the proposed project expenditures.
- A document specifying the community's historic preservation standards.
- Historic Building Preservation Plan (HBPP).
- Ethnographic survey.
- Archaeological reports.
- Link grant project to the Arizona Historic Preservation Plan.
- Link grant project to Donovan Rypkema's "The Economics of Historic Preservation".

PROJECT BUDGET FORMS

COMPLETING THE BUDGET FORMS

- **Please use the Arizona State Parks format presented in the following pages to present your budget.**
- **The amounts on the Certified Grant Application Form and the Estimated Project Cost Form must match.**
- **Your budget must reflect the project narrative.**
- **The Arizona State Parks forms may be reproduced.**
- **Contact the Historic Preservation Grant Consultant for word files or questions about format.**

Historic Preservation Heritage Grant Fund Program Project Budget Forms

*What information do I need to know?
Who? What? When? Where? How?*

1. Who?

Who will be the players in your projects? **What** will be their roles? **How** much will their fees be? Architect, Engineer, Project Manager, Contractor, etc... **When** will they be available? **Are there any limitations or conditions to their services?**



2. What?

What are the scope items (i.e. roof, walls, windows, etc...)?

What supplies and materials are you going to need? **Who/How** will they be provided? (i.e.: Purchased, Donated, Contractor) If any labor or material is to be donated, you will need a letter from the donor stating the amount or type of donation and any conditions or limitations related to the donation.

Does your projects require any special permits or clearances? If so, **what** is the timeframe in which you need to acquire them? **What** are the fees?

3. When?

When are certain events supposed to happen? (Your timeline should include:

- Start Up date
- Schedule of Scope Items start dates (begin/complete)

4. Where?

Where will your labor and materials come from? In-house, contracted out?

5. How?

If you have requested quotes or bids for your work, **how** long are they good for?

Additional things to consider:

- a. **Make sure your budget reflects your project narrative proposal.**
- b. **Make sure your budget is part of your planning process.**
- c. **Make sure your project budget is in alignment with your organization budget.**
- d. **Make sure you coordinate with all the players involved with your project to ensure their commitment, availability and that they thoroughly understand the terms, conditions, goals and objectives of your project.**

ACQUISITION COST FORM

Complete and submit this form when your project includes an acquisition.

Parcel Number	Acres	Anticipated Date of Acquisition	P or D	Estimated Cost	Relocation Cost	Appraisal and Related Fees	Total Cost of Parcel
				\$	\$	\$	\$
GRAND TOTAL FOR PARCELS							\$

Complete the **Acquisition Cost Form** when the project includes an acquisition.

- Insert Parcel Number.
- Total acreage should be noted
- Indicate anticipated date of acquisition
- Indicate whether the parcel is being purchased (P) or donated (D)
- Enter the estimated cost
- Enter the relocation cost (if applicable)
- Enter appraisal & related fees
- Enter total cost of parcel
- Enter Grand Total for all parcels

PROJECT SCOPE ITEM COST FORM

Complete and submit a Scope Item Cost Form for each Project Scope Item.

SCOPE ITEM:

Components of Scope Item	MATERIAL # of Units OR LABOR # of Hours	MATERIAL Unit Cost OR LABOR Hourly Rate	Total Component Cost
TOTAL SCOPE ITEM COST			\$

- Complete and submit a "Project Scope Item Form" for each project scope item. On each Form list the components for the scope item.
- Enter the "MATERIAL # of Units OR LABOR # of Hours" as accurately as possible.
- Enter "MATERIAL Unit Cost OR LABOR Hourly Rate". Develop cost estimates based on the anticipated costs of completing the scope item.
- Estimates should reflect realistic prices anticipated at the time the work would be done.
- Contingency costs should be included within the cost of the scope item as applicable, not listed as a separate component.
- Work being done as part of one contract should be broken down and costs shown for each component of the project under the contract.
- Enter the total scope item cost.
- Use the "Total Scope Item Cost" amount on this form to calculate "Total Item Cost" on the Estimated Project Cost Sheet.

ARIZONA STATE PARKS HISTORIC PRESERVATION ARCHITECTURE/ENGINEERING, OR PRE-AWARD (AEPA) COSTS FORM

This form should be received by the HP Grant Consultant at least two (2) weeks before the application due date. Include the signed AEPA Form with the application.

Architecture, Engineering, or pre-award (AEPA) costs are an optional scope item. These costs may be incurred up to three years prior to the grant application date or incurred after a grant is awarded and the participant agreement is executed.

When it is anticipated that AEPA costs will be charged to the project an AEPA form should be sent to the Arizona State Parks Historic Preservation Grant Consultant for approval and signature. Any architecture, engineering, or pre-award (AEPA) costs combined are limited to 10% of the **PROJECT COST**. Reimbursement payments will be made according to the rate specified in the Certified Grant Application.

AEPA must be specific to this project and may include site planning, feasibility studies, design, construction drawings, specifications, and similar services.

Complete the AEPA form using the following formula to determine the allowable amount of AEPA costs:

1. Total Cost of Acquisition and Development Scope Items
(Do not include the AEPA costs) \$ _____
line 1
2. Multiply line 1 by .10 (10%) (this is the eligible AEPA costs) \$ _____
line 2
3. Add line 1 and line 2 \$ _____
line 3
4. Enter the percentage of the total project cost expected to be paid
by Grant funds as a decimal (i.e. - .5 for 50% or .6 for 60%) \$ _____
line 4
5. Multiple line 3 by line 4 (this is the Grant Request) \$ _____
line 5
6. Subtract line 5 from line 3 (this is the amount of the Applicant Match) \$ _____
line 6

Project Name:

HP Grant Consultant Signature _____ **Date** _____

Estimated Project Cost Form Instructions

This form reflects the project component totals using the applicable completed supporting forms.

PROJECT TITLE

- Enter the title of the proposed project as it appears on the Certified Grant Application form.

1. ACQUISITION PROJECT COST FORM

- Parcels to be acquired should be listed separately.
- In the "CASH/IN-KIND MATCH" column indicate the amount of the participant's matching funds or donations to be applied to each parcel.
- In the "VALUE OF DONATION" column indicate the amount of the donation to the project (must be from an outside source).
- In the "REQUESTED GRANT AMOUNT" column indicate the amount of grant funds being requested to purchase each parcel.
- In the "TOTAL PARCEL COST" column enter the anticipated cost of each parcel.
- Enter the total for all Parcels.

2. PROJECT SCOPE ITEM COST FORM

- List the scope item total for the project. For example: Electrical total cost, Doors total cost. Use the total from the individual Scope Item Cost Form.
- In the "CASH/IN-KIND MATCH" column indicate the total amount of the participant's matching funds or donations to be applied to each scope item.
- In the "VALUE OF DONATION" column enter the total value of the donation to the project (must be from an outside source).
- In the "REQUESTED GRANT AMOUNT" column indicate the amount of grant funds being requested for each scope item.
- In the "TOTAL ITEM COST" column enter the anticipated total cost of each scope item.
- Enter the GRAND TOTAL for all Project Scope Items.

3. ARCHITECTURE & ENGINEERING/PRE-AWARD (AEPA) COST FORM

- In the "AEPA COSTS" column enter the type of AEPA cost being requested (i.e. architecture/engineering/pre-agreement).
- In the "CASH/IN-KIND MATCH" column indicate the amount of the participant's matching funds or donations to be applied to the AEPA costs.
- In the "VALUE OF DONATION" column indicate the value of the donation to the project (must be from an outside source).
- In the "TOTAL AEPA COST" column indicate the total AEPA cost.

4. PROJECT TOTALS

- Enter the appropriate totals.
- Include the Match amount, Grant Request, and Total Project Cost amounts on the Certified Grant Application Form.
- **THE AMOUNTS ON THE CERTIFIED GRANT APPLICATION FORM AND THE ESTIMATED PROJECT COST FORM MUST MATCH.**

ESTIMATED PROJECT COST FORM

Project Name:

1. ACQUISITION PROJECT COSTS				
PARCEL NUMBER	CASH / IN-KIND MATCH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL PARCEL COST
GRAND TOTALS	\$	\$	\$	\$

2. PROJECT SCOPE ITEM COSTS				
SCOPE ITEMS	CASH/IN-KIND MATCH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL ITEM COST
GRAND TOTALS	\$	\$	\$	\$

3. ARCHITECTURE/ENGINEERING/PRE-AWARD (AEPA) COSTS (10% of requested Project Amount)				
AEPA COSTS	CASH/IN-KIND MATCH	VALUE OF DONATION	REQUESTED GRANT AMOUNT	TOTAL AEPA COST
GRAND TOTALS	\$	\$	\$	\$
<i>10% APPROVED AEPA COSTS</i>				\$

4. PROJECT TOTALS	
Total Cost of Acquisitions	\$
Total Project Scope Items Costs	\$
Applicant Match Amount	\$
Grant Request	\$
AEPA (From line 2 of AEPA Form)	\$
Total Project Cost	\$

SCOPE ITEM TIMETABLE

Scope Item	Anticipated Start Date	Anticipated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

- Complete the **Scope Item Timetable** including each project scope item.
- Estimate when work on each scope item will start and be completed.

DONATIONS LIST

Donations must be supported by a letter from the donor identifying the amount and terms of the donation.

Donor/Item	Number of Units	Unit Cost	TOTAL VALUE
Mr. Nice Contractor Labor to remove loose plaster and prep for patching and painting	65 hours	\$ 35.00 per hour (Skilled)	\$ 2,275
TOTAL			

- Donations to the applicant, from any source, may include land, services/labor, materials, and/or equipment. The fair market value of such donations may be used as a matching share of the grant.
- The estimated values of land and other donations may be derived from appraisals, applicant's pay scales, and formalized equipment use rates.
- Donated labor is charged at \$10 per hour, unless it is for a licensed or skilled trade, then it may be charged at the current market rate.
- The donor and value of the donation must be clearly identified on the Donations List. A letter from the donor identifying the amount and terms of the donation must support donations.
- The source of donations must also be identified in the Resolution/ Authority to Apply and the amount included as a component of the matching funds.
- Costs associated with the initiation of development and/or the value of donations accepted by the applicant prior to approval of an application are not eligible project costs.
- Contact Grant's Staff for information on acceptable methods of assessing values of donations.

**VOLUNTEER/DONATION PLEDGE
2009 HERITAGE GRANT APPLICATION**

I/we anticipate providing a donation to the following project:

❖ Printed / typed Name of Company / Individual:

❖ Type of labor to be volunteered:

❖ Approximate number of hours:

Hourly rate: \$

❖ I work professionally in this trade as a:

Hourly rate: \$

❖ Value of donation:

❖ Supporting project scope item:

*Donated labor is charged at \$10 per hour, unless it is for a licensed or skilled trade,
then it may be charged at the current market rate.*

❖ Item to be donated:

❖ Supporting project scope item:

❖ Value of donation:

I certify that the above is true and correct to the best of my knowledge.

Signature: _____

Date: _____

**PLEDGES MUST BE SIGNED AND SUBMITTED WITH
THE GRANT APPLICATION.**

**A COPY OF THE PLEDGE PLUS DONATION VALUE IS TO BE SUBMITTED WHEN
CLAIMING AS IN KIND MATCH FOR GRANT PAYMENT REQUEST**

☐ Hours volunteered _____ ☐ Hourly rate \$ _____ ☐ Value of donation \$ _____
☐ Item donated _____ ☐ Value of donation \$ _____

Supporting what project scope item? _____

SUPPLEMENTAL INFORMATION

Acquisition Project Requirements Historic Preservation Heritage Fund

If your project includes a property acquisition, the following documents will be required *if the grant is awarded*:

- **Appraisal** prepared by a State licensed certified appraiser in accordance with the Uniform Standards of Professional Appraisal Practice not more than 1 year before the execution of the Participant Agreement. If the appraisal was prepared more than 1 year before the execution of the agreement, an updated appraisal will be required. The appraisal must be in the “Complete and Self-Contained” format.

NOTE: *Costs incurred for the appraisal will not be reimbursed unless you receive a grant award and have identified the appraisal in your application as a pre-award cost.*

Additional Information Regarding Acquisition Projects:

- Property may be acquired through negotiated purchase or donation.
- Arizona Heritage Funds may not be used to acquire property through condemnation or eminent domain.
- Arizona Heritage Funds may not be used to purchase real estate options or to make payments on real property mortgages or deeds of trust.
- To be eligible as match, a cash match must be in the form of actual cash or property value in excess of the cash price specified in the contract to purchase. A secured loan using the property as collateral is not permitted as match.
- Eligible acquisition costs include: incidental acquisition costs required by ASP, the approved property appraisal, the fair market value of the property acquired as determined by approved appraisal, and necessary relocation costs.
- Ineligible acquisition costs include: title search, recordation fees, property surveys, title insurance, legal fees, broker’s commissions, property taxes, escrow fees, loan interest and points.
- A Preservation and Conservation Easement Deed must be signed by the property owner and filed with the County Recorder’s office immediately following acquisition.
- At the end of an AHF acquisition project, the grant recipient must be able to demonstrate that fee-simple title or less-than-fee title interest (such as an easement) has been acquired.

Acquisition Project Requirements for Nonprofit Organizations Historic Preservation Heritage Fund

If you are a private nonprofit organization and your project includes a property acquisition, the following information will be required *if the grant is awarded*, in addition to the items noted previously in the manual:

- **By-laws**
- **Articles of Incorporation**
- **Acquisition policy** which could include items such as: eligible types and locations of proposed acquisitions, acquiring properties only from willing sellers, acquiring properties at or below appraised value, acquiring properties where the integrity of the site warrants preservation, acquiring properties only where the acquisition budget is achievable, acquiring properties only where the intended use of the acquired property is clearly specified, demonstrating the ability to protect and maintain the acquired property.
- **Management Plan** that outlines the organization's plan for the property to be acquired. The plan should address issues such as: disposition of the property should the nonprofit organization dissolve; long-term utilization and maintenance of the property, including third-party relationships, if any; security; public access; erosion; and ground cover.
- **IRS 990** forms for the last 3 years. Must be completed and signed.
- **Arizona Corporation Commission reports** for the last 3 years completed and signed, or similar/equivalent tribal commission reports if incorporated under tribal law.
- **Appraisal** prepared by a State licensed certified appraiser in accordance with the Uniform Standards of Professional Appraisal Practice not more than 1 year before the execution of the Participant Agreement. If the appraisal was prepared more than 1 year before the execution of the agreement, an updated appraisal will be required. The appraisal must be in the "Complete and Self-Contained" format. *NOTE: Costs incurred for the appraisal will not be reimbursed unless you receive a grant award and have identified the appraisal in your application as a pre-award cost.*
- **Resolution** by the board of directors or governing body of the applicant organization stating that it is their intent to purchase the subject property.
- **Contract to purchase the property**, signed by the applicant organization (as Buyer) and the Seller. The purchase price must be equal to or less than the appraised value.

Audited and interim financial statements (required only for requests of \$150,000 or more) for the most recent fiscal year-end, prepared in accordance with generally accepted accounting principles, and containing an auditor's report that the audit was performed in accordance with generally accepted auditing standards; and a copy of the most recently prepared interim financial statements. A state contracted CPA firm may perform certain procedures related to financial statements and other documents submitted, to aid in making the eligibility determination.

Arizona Register of Historic Places Criteria for Evaluation Historic Preservation Heritage Fund

A.R.S. § 41-511.04 and A.R.S. § 41-861
Arizona State Parks Board Rules, R 12-8-206

The Arizona Register of Historic Places is the State's official record of prehistoric and historic properties worthy of preservation. It provides recognition and protection of Arizona's historic districts, sites, buildings, structures, and objects of national, state or local significance in the fields of architecture, history, archaeology, engineering, and culture. The Register is for use as a planning tool by federal, state, and local governments, private groups, and citizens.

1. Criteria for evaluation of potential Arizona Register properties generally encompass the quality of significance in Arizona history, architecture, archaeology, engineering, and culture. Such qualities may be present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, association and also:
 - a. Are associated with events that have made a significant contribution to the broad patterns of history; or
 - b. Are associated with the lives of historically significant persons; or
 - c. Are the embodiment of a distinctive characteristic(s) of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
 - d. Yield, or may be likely to yield, information important in prehistory or history.
2. Properties that have achieved significance within the past fifty years shall not be considered eligible for the Arizona Register unless they are integral parts of districts that meet the criteria or demonstrate exceptional importance as individual properties.

Historic Building Preservation Plan (HBPP)

Historic Preservation Heritage Fund

Any physical planning effort begins with an objective, and an assessment of identifiable constraints and opportunities for achieving that objective. In historic preservation planning, it is a matter of knowing what precisely is to be preserved and what can be changed – what features of the building may be modified and others left intact.

Of the four recognized treatments of historic buildings, the Standards for **Rehabilitation** serve as the over-arching guide for almost all Historic Preservation projects. The Standard for **Preservation** is applicable to stabilizing a building in its current state, often with temporary shoring etc., until a new use is found. **Restoration**, which requires returning a building to previous historic appearance, is appropriate more to a house museum and is rarely employed. **Reconstruction** of an entire building is not recommended and is avoided.

But within any **Rehabilitation** project, certain features and spaces are of primary significance and must be **Preserved** or **Restored** to maintain the building's historical integrity; while the remainder, of secondary or tertiary significance may undergo considerable alteration and intervention to **Rehabilitate** the building in accommodation of extended or new uses.

The first step in preparing an HBPP is to designate, by zoning, the features and spaces by Primary, Secondary and Tertiary historical significance as indication of the appropriate treatment and level of allowable intervention.

For most buildings, in addition to the principal facades, treatment of the public and main circulation spaces are prioritized as the primary zone in which the appropriate treatment is **Preservation** and **Restoration**; the partitioning of the more private spaces are of secondary importance subject to a more liberal treatment in **Rehabilitation**, such as combining or subdividing rooms or creating new openings or closing others; while service areas of tertiary significance to the property's historic importance may be subject to the most alteration including redesign or replacement.

The State Historic Preservation Office (SHPO) offers the following:

- The HBPP is a professional assessment, done by a qualified architect, of a historic building, group of buildings, or other historic property.
- The HBPP is part of the planning process that provides an analysis of those features that qualify the property for listing in the National Register.
- Information should be consolidated in creation of "zones" based on appropriate treatment and levels of acceptable intervention. For example:
 - The public spaces and main circulation, stairs and corridors, would be a "**preserved**" zone of primary importance in which **preservation** and **restoration** are the primary treatments.
 - The existing partitioning of rooms is of secondary importance; and those spaces may be re-divided or combined to meet requirements of **rehabilitation** for the new uses.
 - Mechanical and service areas would be of tertiary importance to the preservation of the property's historical integrity; and considerable **rehabilitation**, alteration and intervention are allowable.
- This additional step in preservation planning serves to guide a design that is apprised of the property's constraints and opportunities.

The Arizona State Historic Preservation Office (SHPO) contact person for Architecture is Robert Frankeberger. You may contact him at:

602-542-6943 or email rfrankeberger@azstateparks.gov

National Register Nomination/Eligibility Historic Preservation Heritage Fund

In order to be eligible for funding with the Arizona State Parks Historic Preservation Heritage Fund program, grant projects must directly involve resources listed on the Arizona or National Register of Historic Places, determined eligible for listing by the State Historic Preservation Officer (SHPO), or include a National Register Nomination (NRN) as a scope item in the project.

When including a National Register Nomination (NRN) in a grant application, early consultation with the SHPO staff is highly recommended to ensure that all documentation requirements are understood and submitted on time.

After submitting the NRN to SHPO it will be evaluated by SHPO staff. SHPO will provide their comments and concerns to the applicant. After comments and concerns are resolved the NRN is forwarded to the Historic Site Review Committee (HSRC). The HSRC reviews the NRN and provides comments and concerns. After the comments and concerns are resolved, Jim Garrison, SHPO, signs a document placing the property on the State Register of Historic Places. The NRN is then forwarded for evaluation to the Keeper of the National Register of Historic Places.

Be aware that preparing and submitting a National Register Nomination takes time. The NRN requirement for a Historic Preservation grant will be considered met after SHPO signs the document placing the site on the State Register of Historic Places. This process could take two years or more to complete.

The Arizona State Historic Preservation Office contact person for National Register Nominations is William Collins. You may contact him at:

602-542-7159 or email wcollins@azstateparks.gov

For more information on the National Register Program, or Historic Preservation in general, visit the Arizona State Historic Preservation Office's website:

<http://www.azstateparks.com> or call 602-542-4009.

For information on the National Register of Historic Places the web address is:

<http://www.cr.nps.gov/nr>

Permitting Requirements Historic Preservation Heritage Funds

Arizona State Parks funded grant projects may involve doing work that requires permits and clearances from various state and federal agencies.

ASP does not determine what—if any—permits or clearances are required for specific projects nor does it review permits or clearances for accuracy or appropriateness. Applicants are encouraged to arrange pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, time schedules and documentation required for proposed permit applications. See telephone numbers on next page.

The applicant is responsible for conducting environmental assessments and obtaining all applicable permits and clearances no later than 18 months after the Participant Agreement is signed if awarded a grant. Construction funds will not be released until copies of all applicable permits and clearances are received in the Grant's office.

Review the items listed below to assist in determining whether or not a project may require permits and/or clearances.

Will the project:

- Affect any (a) federally listed endangered or threatened species or designated critical habitat or (b) species listed as wildlife of special concern in Arizona?
- Include introduction or exportation of any species not presently or historically occurring in the receiving location?
- Affect any recognized state natural area, prime or unique ecosystem or geologic feature, or other ecologically critical area?
- Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modification of public use?
- Involve any new or modified construction or development in floodplains or wetlands?
- Require ground or surface water through contract of acquisition for a long term project viability?
- Include use of any chemical toxicants?
- Result in any discharge which will conflict with Federal (or State) air or water quality regulations?

- Require substantial consumption of energy to complete or maintain the project (heavy equipment, large vessels, etc.) or result in increased energy consumption by the public (new public use areas, etc.)?
- Affect any archaeological, historical or cultural site or alter the aesthetics of the subject area?
- Impact on designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e., Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
- Have any substantive environmental impacts not addressed above, or result in cumulative impacts that separately do not require assessment but together must be considered substantial?

References and Telephone Numbers for questions on permits

REFERENCES

1. Section 7, Endangered Species Act of 1973, as amended
2. Arizona Game and Fish Department Wildlife of Special Concern List
3. Executive Order 11987, Exotic Organisms; and 50 CFR 92
4. Executive Order 11988, Flood Plain Management
5. Executive Order 11990, Protection of Wetlands
6. Administration of Clean Air Act of 1970 (P.L. 91-604) and Federal Water Pollution Control Act (P.L. 92-500), Executive Order 11738; and Clean Water Act Amendments of 1977 (P.L. 95-217)
7. Executive Order 11593, Protection and Enhancement of the Cultural Environment (P.L. 93-291), Archaeological and Historic Preservation Act, 5-244-74; and CEQ Guidelines, Federal Register 43(230), 11-29-78, § 1508.8
8. Wild and Scenic Rivers Act (P.L. 90-542)
9. Wilderness Act (P.L. 88-577)
10. National Trails Act (P.L. 90-543)
11. National Environmental Policy Act (NEPA), 1969; CEQ guidelines, Federal Register 43(230), 11-29-78, §§ 1507.3 and 1508.4; Federal Register 44(112), 6-8-79, pp. 33160-33162
12. Arizona Native Plants, A.R.S. § 3-901 to § 3-934

TELEPHONE NUMBERS

- | | |
|---|-------------------------------------|
| ❖ U.S. Army Corps of Engineers | (602) 640-5385 |
| ❖ Arizona Game and Fish Department | (602) 942-3000 |
| ❖ Arizona Department of Environmental Quality | (602) 771-2300 or
1-800-234-5677 |
| ❖ Arizona Department of Water Resources | (602) 771-8500 or
1-800-352-8488 |
| ❖ State Historic Preservation Office, Arizona State Parks | (602) 542-4009 |
| ❖ U.S. Fish and Wildlife Service | (602) 242-0210 |

Secretary of the Interior's Standards for Professional Qualifications Historic Preservation Heritage Fund

These standards were developed by the federal government to assure that preservation work is being performed by qualified consultants. In the following definitions, a year of full-time professional experience may be comprised of discontinuous periods of full-time or part-time work that totals one year of full-time experience.

- **History** - The minimum qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
 - At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
 - Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- **Archaeology** - The minimum qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:
 - At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
 - At least four months of supervised field and analytic experience in general North American archaeology; and
 - Demonstrated ability to carry research to completion.
 - In addition, to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.
- **Architectural History** - The minimum qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:
 - At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
 - Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
- **Architecture** - The minimum qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture, or a state license to practice.
- **Historic Architecture** - The minimum qualifications in historic architecture are a professional degree in architecture or an Arizona State license to practice architecture, plus one of the following:
 - At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
 - At least one year of full-time professional experience on historic preservation projects.
 - Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Secretary of the Interior's Standards for Rehabilitation Historic Preservation Heritage Fund

The following Standards are to be applied to specific projects in a reasonable manner, taking into consideration economic and technical feasibility. Applications are subject to review by the State Historic Preservation Office (SHPO) to ensure compliance with the Secretary of the Interior's Standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

For more information go to <http://www2.cr.nps.gov/tps/standguide/index.htm>



GLOSSARY

Glossary

Acquisition

The purchase, gift, or exchange of real property as an approach to protect properties that are threatened with demolition, impairment, relic collecting, or other damage from natural or human sources.

AEPA

The Arizona State Parks Heritage Fund Historic Preservation Grant terminology for Architecture, Engineering, and Pre-Agreement Costs.

Arizona Register of Historic Places

The list of Arizona's historic properties worthy of preservation that serves as an official record of Arizona's historic districts, archaeological sites, buildings, structures and objects significant in this state's history, architecture, archaeology, engineering and culture. The Register is maintained by the State Historic Preservation Officer. Only the State Historic Preservation Officer can make determinations of eligibility.

Building Condition Assessment (BCA)

This is a professional assessment of the condition of a building. The current recommended method is the Historic Building Preservation Plan (HBPP) that incorporates the BCA into the preservation plan for the historic building.

Certified Local Government (CLG)

A local government that has enacted a historic preservation ordinance, established a historic preservation commission, conducts design review on locally designated historic properties. CLGs must be officially certified by the State Historic Preservation Office and the National Park Service.

Easement (Historic Preservation Conservation Easement Deed)

A non-possessory interest of a holder in real property imposing limitations or affirmative obligations for conservation purposes or to preserve the historical, architectural, archaeological or cultural aspects of real property.

For-Profit Organization

A business formed to make a profit.

Grant Consultant

An Arizona State Parks employee who administers grant programs for Arizona State Parks. The Consultant provides consultation services to grant participants and interested grant applicants and provides guidance for grant program policies, procedures, and guidelines.

Historic Building Preservation Plan (HBPP)

An assessment, conducted by a qualified architect, to identify and prioritize features and their relative importance; creation of "zones" based on appropriate treatment and levels of acceptable intervention. This Historic Building Preservation Plan document serves as a guide for the property's constraints and opportunities.

Historic Preservation

The act or process of applying measures to protect historic properties from destruction or deterioration, imposing limitations or obligations to preserve the historical, architectural, archaeological, or cultural aspects of that property.

Historic Property

Any prehistoric or historic district, site, building, structure, or object included on, or eligible for inclusion on, the Arizona or National Register of Historic Places. Historic properties are significant in state, regional, and national history, prehistory, architecture, engineering, archaeology, or culture.

In-Kind Match

Services, materials, and/or equipment donated to a grant project that contributes directly to the achievement of the project work. In-kind match may include volunteer support.

Inventory

A compilation of information based on properties in a survey that have been evaluated.

Maintenance

Long-term actions which may reoccur over a multi-year cycle and which are required to guarantee the preservation of a resource. Maintenance items include such things as repairing roof leaks, repairing or replacing gutters and downspouts, repointing masonry, or repainting woodwork. **NOTE:** Fundable maintenance does not include cyclical maintenance--routine or housekeeping actions completed on a periodic schedule in order to keep a property in use.

National Register of Historic Places

The nation's official list of properties determined to be of national, state or local significance and worthy of preservation. The Register affords recognition and protection for districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering or culture. The National Register is maintained by the National Park Service in Washington, D.C. and is administered at the state level by the SHPO. A property is automatically listed in the Arizona Register of Historic Places when the State Historic Preservation Officer nominates it to the National Register of Historic Places. The criteria for listing a property in, or determining a property eligible for, the Arizona and National Registers are identical.

Nonprofit Organization

Any group recognized by the Internal Revenue Service as being entitled to exemption under Internal Revenue Code; is not organized for profit and no part of the net earnings of which inures, or will inure upon dissolution, to the benefit of any private shareholder or individual; is registered as a nonprofit corporation with the State of Arizona or under tribal law. Private nonprofit applicants must meet the applicant criteria in order to apply for HP Heritage Fund assistance.

Peer Review Rating Team

Bringing together individuals with education, expertise, or experience in the Historic Preservation area to read and rate grant applications on an average scale of 0 to 100 points.

Preservation and Conservation Easement Deed

A deed restriction limiting the owner's use of the property. Covenants are recorded with the property deed and must be signed by the owner(s) prior to the issuance of any grant funds. Terms of the covenant are for a period of 5 to 30 years, based on the amount of the grant award.

Preservation Activities

- Education. Any teaching approach that uses historic properties as tools to help develop visual literacy, awareness of human ecology, and a preservation ethic. Program development activities are eligible under the Heritage Fund; program implementation activities are not.
- Maintenance. The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site. It may include stabilization work, where necessary.
- Preservation/Stabilization. The act or process of applying measures designed to reestablish weather resistance and the structural stability of unsafe or deteriorated property while maintaining the essential form of the property as it presently exists.
- Protection. The act or process of applying measures to ensure the historic resource is not damaged by vandalism, fire, flood, or other acts of nature.
- Reconstruction. The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared during a specific historical period.
- Rehabilitation. The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.
- Restoration. The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular time by removing later work or replacing missing elements.

Rural Area

An incorporated community with a population of less than 10,000 people.

Sponsoring Applicant

An eligible applicant that applies for a grant that will benefit property owned or controlled by a third party not directly eligible for such a grant, such as a private property owner or church. The sponsoring organization shall ensure compliance of the third party with the terms of the Arizona Heritage Fund grant.

State Historic Preservation Office (SHPO)

The division of Arizona State Parks responsible for the identification, evaluation, and protection of heritage property or properties in Arizona. SHPO provides services to governmental entities, organizations, and the public in the following areas: survey and planning, preservation tax incentives, nomination of properties to the Arizona and National Registers of Historic Places, compliance with state and federal law, and preservation awareness and education.

Technical Review

Screening for formatting compliance, missing forms, and looking for other required information.

Urban Area

An incorporated community with a population of more than 10,000 people.

HP Grant Application Technical Review

Eligibility Criteria (*Must meet these criteria to be eligible)

- | | |
|---|---|
| <input type="checkbox"/> *Eligible Applicant | <input type="checkbox"/> *Workshop attendance |
| <input type="checkbox"/> *NRN Eligible Project | <input type="checkbox"/> *Signed SHPO Consultation Form |
| <input type="checkbox"/> *Eligible Activities (Operation and Maintenance of prior HP Grants are ineligible) | |
| <input type="checkbox"/> *Application Received by Deadline | |

Application Format

- | | |
|---|---|
| <input type="checkbox"/> 8 ½ x 11 paper | <input type="checkbox"/> Typed, single-sided, single-spaced |
| <input type="checkbox"/> Use a font of no less than 12 points | <input type="checkbox"/> Margins of no less than one inch |
| <input type="checkbox"/> Number pages of application consecutively, starting with the first page of the project narrative through the appendices. | |

Application Content

(95) Points

- ___ Historic Preservation Certified Grant Application Form, signed **(15)**
- ___ Applicant Resolution/ Authority to Apply, signed **(15)**
(At a minimum, a draft Resolution must be included in the application. Include a Letter giving a date for the final resolution within 60 days).
- ___ Project Summary and Photos **(5)**
- ___ Assurance of Compliance ADA Form, signed **(5)**
- ___ Third Party Applications **(5)**
 - ___ Bank statement demonstrating available funds to be used as cash match (2)
 - ___ Consent Letter from Property Owner (2)
 - ___ Letter regarding Preservation and Conservation Easement Deed (1)
- ___ Nonprofit Organizations **(5)**
 - ___ Certification (1)
 - ___ Previous and current year's operating budget (1)
 - ___ IRS determination letter evidencing tax exempt status (1)
 - ___ Most recent annual report to the Arizona Corporation Commission (1)
 - ___ Bank statement demonstrating availability of funds to be used as cash match (1)
- ___ *Project Narrative (Must meet this criteria to be eligible for Peer Review) **(20)**
 - ___ Project Narrative included (10)
 - ___ Documentation referenced by page number in appendices (5)
 - ___ Reference documentation highlighted (5)
- ___ Budget Forms **(25)**
 - ___ Estimated Project Cost Sheet on ASP forms – rounded up to highest dollar (5)
 - ___ Scope Item Breakdown Sheet for each eligible project scope item (5)
 - ___ Acquisition Cost Breakdown (if applicable) (5)
 - ___ Signed Architecture & Engineering/Pre-Award (AEPA) Form (if applicable) (5)
 - ___ Donations List & signed Volunteer Forms (if applicable) (5)

___ **TECHNICAL REVIEW SCORE (Must have 80 points to continue to Peer Review)**

Administrative Compliance & Technical Review (5) Points (Used in Peer Review Score)

- ___ Timely submission of signed Participant Agreement within 45 days (1)
- ___ Timely recordation of PCED within 90 days (1)
- ___ Timely Quarterly Reports (1)
- ___ Timely completion of HP Project (1)
- ___ Technical Review (1)

**Competitive Grant Programs Currently Administered
By the Arizona State Parks Board**

Program	Purpose	Fund Source	Application Deadline	Program Consultant
Local, Regional and State Parks (Heritage Fund) LRSP	To support land acquisition and facility development for parks, outdoor recreation, and open space preservation	Up to \$3.5 million annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of February	Danielle Silvas (602) 542-7160
Trails (Heritage Fund) Trails	To support nonmotorized trail acquisition, construction, and improvement for trails on the State Trails System	Up to \$475,000 annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of February. State Trails System nominations due by 5:00 p.m. on the first working day of August	Robert Baldwin (602) 542-7130
Historic Preservation (Heritage Fund) HP	To support historic preservation efforts consistent with the Secretary of the Interior's Standards	Up to \$1.7 million annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of May (1 st cycle), and on the last working day of December (2 nd cycle).	Vivia Strang (602) 542-4662
Growing Smarter State Trust Land Acquisition (Land Conservation Fund) GS	To conserve open space in or near urban areas through the purchase or lease of State Trust land	Up to \$18 million annually from the State General Fund for fiscal years 2001 through 2011	No later than 5:00 p.m. on the last working day of March. Applications for Sale due to the State Land Department by the first working day in June.	Doris Pulsifer (602) 542-7127
Recreation Trails Motorized Portion (Federal) RTP	To support motorized trail development, mitigation, acquisition, and education for off-highway vehicle recreation	Approximately \$500,000 available annually from the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)	No later than 5:00 p.m. on the first working day of December	Robert Baldwin (602) 542-7130
Land & Water Conservation Fund (Federal) LWCF	To support land acquisition and facility development for parks, outdoor recreation, and open space preservation	Subject to Congressional appropriations	Through the LRSP application process, no later than 5:00 p.m. on the last working day of February	Pat Dutrack (602) 542-7129
State Lake Improvement Fund SLIF	To support boating related facilities and access on waters where boating is permitted throughout Arizona	Approximately \$6 million annually from motor boat fuel tax revenue and watercraft license fees	No later than 5:00 pm on December 1 st .	Danielle Silvas (602) 542-7160

For more information on grants, visit our web site at www.azstateparks.com